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## The King's School Linbro Park Homework Policy

### INTRODUCTION

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the educators of The King's School Linbro Park to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework provides learners with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. This policy must be read and understood by all The King's School Linbro Park learners, educators and parents/guardians. It is the responsibility of parents/guardians to ensure that any external tutors working with their children are familiar with this policy.

#### *Definition of Homework*

Homework is any work or activity which learners are asked to do outside lesson time either on their own or with parents/guardians.

#### *Types of Homework*

Homework assignments include:

- *Practice* exercises to follow classroom instruction
- *Preview* assignments to prepare for subsequent lessons
- *Extension* assignments to transfer new skills or concepts to new situations
- *Creative* activities to integrate many skills toward the production of a response or product
- *Revision* for tests and exams

#### *Why Homework?*

The purposes of homework include the following:

- To encourage learners to develop the confidence and self-discipline to work on their own, an essential skill for adult life.
- To consolidate and reinforce skills and understanding.
- To extend school learning, for example through additional reading.
- To enable learners to devote time to particular demands such as project work, community service, missions, and/or leadership development activities.
- To support the home/school relationship.

#### *The Homework Diary*

All learners have a School Homework Diary which they are expected to carry with them at all times to record their homework. Parents/guardians of learners in the Junior School are asked to check and sign these on a daily basis. Parents/guardians of learners in the Senior School are asked to check and sign these on a weekly basis. The proper care and use of this diary is

a skill that each learner should develop as early as possible. Failure to produce their diary when requested by an educator will result in an after school detention being issued. However, should a learner realise within the first two periods of the school day that he/she is not in possession of his/her diary, a Temporary Diary Sheet may be requested from the relevant coordinator. This Temporary Diary Sheet must be returned the next morning, along with the learner's diary, to the coordinator who issued it. Failure to do so will result in the issuing of an after school detention.

## **RESPONSIBILITIES**

Listed below are the responsibilities of educators, learners and parents/guardians with regard to homework.

### *Educators*

- assign homework that is meaningful and useful to individuals
- provide appropriate and timely response to all homework assignments
- provide a balance between long-range and short-term assignments
- if assignments are given over weekends, ensure the work is no longer than a daily assignment
- monitor long-term assignments in order to avoid last minute learner efforts
- give clear, concise directions; allow time for learner questions; consider availability of materials; provide legible worksheets when used
- where possible, allocate time in class for learners to begin homework and ask any necessary questions.
- ensure that learners who are absent know how they may make-up homework
- monitor homework to help identify learners with special difficulties
- monitor the effectiveness of homework as reflected in learner performance

### *Learners*

- record the directions for homework accurately in homework diary
- ask questions when necessary to clarify the assignment
- ensure they take home relevant books and copies.
- follow a schedule and keep materials in order
- complete homework assignments to the best of their ability.
- hand in on time, neat, accurate, and meaningful products
- plan time for completion of long-term assignments
- determine and complete homework assigned during absence

### *Parents/guardians*

- provide a suitable place for study: quiet, suitable work surface, free from distractions
- help learners develop routine home study habits taking into account of age, the need for playtime relaxation and family time.
- make it clear to their child/ren that they value homework and support the school in explaining how it can help their learning
- encourage a positive attitude towards homework in all subjects from an early age.
- ensure that absence does not interfere with the completion of work missed.
- assist but not do the actual work, and notify the educator if learners experience extreme difficulty
- encourage children to organise themselves for homework, having their Homework Diary open and having all books and materials at hand.
- encourage good presentation and neatness within a reasonable time.
- encourage children and praise them when they have completed homework
- communicate difficulties to the educator using the homework diary.

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- sign the homework diary daily (Grades 1-6) checking that all homework is complete.
- assist learners in making wise subject choices.
- get your child to check that he/she has all necessary materials needed for the next school day.
- be aware of long-term assignments and assist learners in learning to manage their time accordingly.
- contact the class teacher if an absence of homework is observed.
- Ensure that learners have prepared adequately for tests and exams.

### *Cooperation*

In order for homework to achieve the desired results, it is essential for educators, learners and parents/guardians to work together and to maintain open channels of consistent communication.

### **QUANTITY**

Homework is given Mondays - Thursdays, but not on Fridays, with certain exceptions:

- if homework has been neglected during the week
- in senior grades some homework and project work is undertaken on weekends.

Actual time required to complete assignments will vary with each learner's study habits, academic skills, and selected subjects. If a learner is spending an inordinate amount of time doing homework, or regularly claim to have no homework, the class teacher should be contacted. Learners are also encouraged to pursue independent, leisure reading.

Grade	Recommended Amount of Homework per day	Type of Homework Assigned
R	¼ hour	Practice
1	¼ hour	Practice
2	½ hour	Practice
3	½ hour	Practice
4	1 hour	Practice, Extension
5	1 hour	Practice, Extension
6	1½ hours	Practice, Extension
7	2 hours	Practice, Extension, Creative, Revision *
8	2 hours	Practice, Extension, Creative, Revision *
9	2 hours	Practice, Extension, Creative, Revision *
10	3 hours	Preview, Practice, Extension, Creative, Revision *
11	3 hours	Preview, Practice, Extension, Creative, Revision *
12	3 hours	Preview, Practice, Extension, Creative, Revision *

\* Revision time is over and above time indicated.

### *Disputes / Complaints*

In the event of a dispute about excessive or insufficient homework, a detailed report should be prepared specifying all of the homework tasks given to and completed by the learner over a three week period, as well as the dates and amount of time, in hours, during which the learner was kept busy. This report should be submitted to the educator concerned. If no action is taken during the following three weeks, please submit the original and an updated report to the Head of Student Affairs for review.

## **CORRECTIONS**

A variety of methods are used to correct homework depending on the content and the age of the learners:

- Educator correction
- Class correction
- Class discussion
- Learners exchange work for correction
- Learners write answers e.g. spellings, tables

Some items of homework (and class work) may be checked by learners themselves under the direction of the educator. This can be a useful part of the learning process for children.

## **TESTS & EXAMS**

All scheduled cycle tests and examinations for the year are published at the beginning of the year and are written in learners' Homework Diaries. These dates are also available on the school's website. Educators will remind learners of tests, but also encourage learners to take responsibility for their studies and ask the educator for clarity in the event of any uncertainty. Educators reserve the right to schedule additional tests during the year. In such cases, learners will be given at least one week's notice before any test is written and will be instructed to note the test date in their diaries. Parents/guardians should ensure that learners prepare for tests and exams by helping them devise and follow an appropriate study timetable. Parents/guardians may contact their child's class teacher for help in assisting their child to draw up an effective study timetable.

## **LATE WORK / ABSENCE**

Learners are expected to turn in work on time. Learners who turn in late assignments will receive the following marks:

- one day late – 50% of the marks earned
- two days late – 25% of the marks earned
- three days late – 0% for the assignment, but must still complete it

If a learner fails to complete his/her homework, the teacher may fill in a Friday Homework Session form and send home the corresponding letter (see appendix). If a learner consistently does not complete his/her homework, the learner's parents/guardians will be notified, and an after school detention will be issued. In the event that three afternoon detentions are served in one year for not completing homework, the conclusion will be drawn that the learner in question is refusing to participate in the education process, and a formal written warning will be issued. If the behaviour does not change, a disciplinary hearing may be called.

Learners who miss homework because of an absence will receive the opportunity to make up missed work. Learners are given one calendar day for each day absent plus one extra day to turn in their work. It is the learner's responsibility to determine and obtain work missed due to illness or absence.

The educators are aware that at times a learner fails to complete his/her homework for reasons beyond his/her control. In such a situation, a parent/guardian may write a note of excuse in their child's Homework Diary explaining the circumstances. This practice, however, must not be abused. Acceptance of an excuse will be at the discretion of the educator, and no further discussion will be entertained.

## **SPECIAL NEEDS & GIFTED CHILDREN**

Although it is seen as important that learners identified as having special educational needs do as much in common with other learners as possible there will be occasions when they may benefit from special tasks separate from the homework set for other learners in the class. In addition, it is acknowledged that the gifted child needs to be given homework that will use their full ability, and their homework may differ from that set for the majority of the class.

## **HELP / QUESTIONS**

The school is committed to continually exploring new ways, both high-tech and low-tech, to enable learners to receive all the support they may need in the learning process. We are, therefore, open to receive any suggestions as to how best to facilitate learners obtaining help or answers to their questions.

## **REFERENCES**

Effort has been made to access the most recent and comprehensive material upon which to base this policy. We would like to acknowledge the following sources referenced extensively in compiling this policy document:

*Belper School Homework Policy*

*Delano Middle School Homework Policy*

*Christ Church Preparatory School and College Handbook for Pupils and Parents*

*Alverstoke Junior School Homework Policy*

*Lexington Public Schools Elementary School Handbook*

*Irish National Teachers' Organisation Homework Policy*

*Holy Family N.S. Homework Policy*

## **APPENDIX**

(SEE FOLLOWING PAGES)



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## FRIDAY HOMEWORK SESSION

**PUPIL COPY – TEACHER TO HAND TO PUPIL**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TEACHER: \_\_\_\_\_

SPECIFIC WORK NOT DONE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNED ISSUED/RECEIVED \_\_\_\_\_

\_\_\_\_\_

SUBJECT TEACHER

PARENT

WORK COMPLETED: \_\_\_\_\_

\_\_\_\_\_

SUBJECT TEACHER

DUTY MANAGER

If the work is done before the Friday in question, the pupil is to get this signed by the relevant teacher, but he/she must still arrive at the start of the Friday Homework Session to prove that the work is done, and for the teacher on duty to sign off. If the work is still not completed, the pupil will remain in the classroom until it has been done. 3 Repeated infringements will result in a full Friday Detention. Loss or claimed loss of this form will result in the pupil staying to the end of the session. All mark penalties stipulated will remain in force no-matter when the work is submitted.

### FRIDAY HOMEWORK SESSION

[SCHOOL COPY – TEACHER PLEASE TEAR OFF AND PLACE IN RELEVANT BOX IN RECEPTION]

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TEACHER: \_\_\_\_\_

SPECIFIC WORK NOT DONE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ COMMENT [if required]: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNED ISSUED: \_\_\_\_\_

PRESENT / ABSENT: \_\_\_\_\_

TEACHER

FRIDAY DUTY TEACHER

Should the pupil not arrive, the coordinator is to:

1. Check reasonable explanation such as being absent; if reasonable, complete the checking procedure **OR**
2. Complete the checking procedure, and set a full Friday Detention for non-arrival.

Dear King's School Parents,

### **Homework Issues**

Possibly one of the most contentious areas in the relationship between home and school is this area of homework. It is our desire to be exacting in expectation of work done, but also to ensure that sufficient communication exists regarding, firstly, what homework should be done, and, secondly, the governance of setting and following up thereof.

It is well established at this school that the school diary is not simply an appendage, but an integral part of each pupil's daily life and organisation. It is the contention of the school that good diary habits stand one in excellent stead for life in the working world, and we believe that such a habit is best set early on.

It is in the area of homework, tests, assignments and other due dates that I wish to direct some focus. The school sets published dates regarding more formalised tests and exams; these are brought to your attention via specific quarterly timetable. However, there are also activities and tests – numerous vital assessment functions – that take place less formally than those above, and we are concerned that you are not always made aware of them. They should be written into the diaries - teachers are required to ensure that this takes place, and the fact that your signature is expected daily in most grades should mean an awareness of such activities, and you should therefore be able to assist in disciplining some suitable attention or preparation from home.

Likewise, all homework should be written clearly per day, including homework set that a learner claims to have completed in class. This has the twofold function of making sure that you are genuinely aware of homework for which you sign as done, and also ensures that both home and school are in a position to monitor the inevitably contradictory statements that there is either too much or too little homework in any given grade or class.

All too often we are played against one another. I have therefore elected to introduce a policy that will force greater homework compliance. You work hard to pay school fees, and by not completing assigned homework, your child is not taking advantage of the opportunity given. The attached document will give you a clear understanding of what is to transpire in an effort to enforce an understanding of consequence in the area of homework. I am utterly certain of your desire to have a child who is at the correct point in his/her academic work for the week. We need your support; you will know in advance that your child may have to remain at school on a Friday in order to get up to date on his/her work, and you are in a position to make him/her do the missed homework in time to prevent more than a few minute's delay while he/she shows that the work has been done.

Yours sincerely

John Pilkington  
PRINCIPAL